

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

**POSITION VACANCY ANNOUNCEMENT 10-026a Open Date: 04 December 2009 Close Date: 18 December 2009**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT # (10-028A))**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: HUMAN RESOURCES SPECIALIST**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: CMS/E9**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: CMS/E9**

**ORGANIZATION/LOCATION: HQs MDANG, FIFTH REGIMENT ARMORY, 29<sup>TH</sup> DIVISION STREET, BALTIMORE, MD 21201**

**SEQUENCE: # 80527**

**SALARY:** Full Military Pay and Allowances, depending on rank and longevity of selectee.

**WHO MAY APPLY: OPEN TO CURRENT ON-BOARD AGR MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY.**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Applicant must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
2. Applicant must meet the fitness requirements outlined in ANGI 10-248.
3. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
4. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Advises officers and airmen on military personnel issues and programs. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and career progression. Prepares for and assist in administering selective retention program. Counsels airmen on reenlistment opportunities and benefits. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Reviews and processes evaluation reports. Performs personnel actions. Updates computerized personnel data. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations such as training and promotion. Processes documents required to support service awards and decorations. Maintains files of correspondence, directives, instructions, and other publications. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Organizes and compiles management data and submits reports. Performs CSS administrative functions. Prepares and processes administrative support actions relating to unit programs such as military sponsor, weight and body fat, squadron information, and enlisted and officer professional military education. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Oversees one or more traditional guard members. Performs other duties as assigned.

## AFSC

**AFSCs: 3S0X1, 3S2X1, 3S3X1** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFI 36-2101, Enlisted Classification. Enlisted members may be selected without an awarded 3-level in a compatible duty AFSC but **must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Refer to ANGI 36-101, Chapter 3, Para 3.7. for more specific information regarding this requirement. Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFMAN 36-2108, Attachment 39.

### SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will not be paid

### APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory
4. AGR Profile Verification Statement (**third page of this announcement**)
5. ANG Physical Assessment Results

**Applications must be received in the HRO not later than close of business (1700 hours) on the closing date!**

Forward application and attachments to: HUMAN RESOURCES OFFICE

**ATTN: MDNG-HRO-AGR**

**AGR BRANCH**

**Fifth Regiment Armory**

**Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER    MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES        NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER    IS    IS NOT    QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION